



**GROVE
COMMUNITY DISTRICT**

**OKEECHOBEE COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
SEPTEMBER 26, 2023
2:00 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
GROVE COMMUNITY DISTRICT
Eagle Bay Conference Room
South Florida Water Management District
316 NW 5th Street
Okeechobee, Florida 34972
REGULAR BOARD MEETING & PUBLIC HEARING
September 26, 2023
2:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. May 2, 2023 Regular Board Meeting.....Page 2
- G. Public Hearing
 - 1. Proof of Publication.....Page 5
 - 2. Consider Resolution No. 2023-02 – Resetting Public Hearing Date to Adopt Fiscal Year 2023/2024 Final Budget.....Page 6
 - 3. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
 - 4. Consider Resolution No. 2023-03 – Approving a Fiscal Year 2023/2024 Final Budget.....Page 7
- H. Old Business
 - 1. Update on Water Farming Project and the Longer-Term Grove Land Reservoir, Stormwater Treatment Area Project and Dispersed Water Project with SFWMD
- I. New Business
 - 1. Consider Resolution No. 2023-04 – Approving a Fiscal Year 2023/2024 Meeting Schedule.....Page 12
 - 2. Consider Resolution No. 2023-05 – Approving a Fiscal Year 2022/2023 Amended Budget.....Page 14
 - 3. Consider Resolution No. 2023-06 – Approving Res Adopting a Records Retention Policy.....Page 17
- J. Administrative Matters
 - 1. Legal Report
- K. Board Members Comments
- L. Adjourn

Publication Date
2023-09-13

Subcategory
Miscellaneous Notices

Keywords:

Notice of Public Hearing
and Regular Board Meeting of the
Grove Community District

The Board of Supervisors of the Grove Community District (the District) will hold a Public Hearing and Regular Board Meeting on September 26, 2023, at 2:00 p.m., or as soon thereafter as can be heard, in the Eagle Bay Conference Room of the South Florida Water Management District located at 316 NW 5th Street, Okeechobee, Florida 34972.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the District. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the Districts website (www.grovecd.org) or at the offices of the District Manager, Special District Services, Inc., 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings. If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Meetings may be cancelled from time to time without advertised notice.

GROVE COMMUNITY DISTRICT
www.grovecd.org
613564 LON 9/6,13/2023

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GROVE COMMUNITY DISTRICT
REGULAR BOARD MEETING
MAY 2, 2023

A. CALL TO ORDER

Michael McElligott of Special District Services, Inc. called the May 2, 2023, Regular Board Meeting of the Grove Community District to order at 2:00 p.m. at the Eagle Bay Conference Room, South Florida Water Management District, 316 NW 5th Street, Okeechobee, FL 34972.

B. PROOF OF PUBLICATION

Mr. McElligott presented proof of publication that the Regular Board Meeting was published in *The Okeechobee News* on October 26, 2022, as legally required.

C. ESTABLISH QUORUM

Mr. McElligott determined that the attendance of Supervisors Craig Linton, Jr., Curt McDowell, Tyler Pugh, Susanne Clemons, and H. M. Ridgely constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were: District Manager Michael McElligott of Special District Services, Inc., and District Attorney Ken Van Assenderp via phone.

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There was no public comment.

F. APPROVAL OF MINUTES

1. November 1, 2022, Regular Board Meeting

The minutes of the November 1, 2022, Regular Board Meeting were presented. Mr. McDowell notated that under seat new board members, it reads Craig McDowell and it should read Curt McDowell. There was a **motion** to approve the minutes, as amended, made by Mr. Pugh, seconded by Mr. McDowell and unanimously **passed**.

G. OLD BUSINESS

1. Update on Water Farming Project, and the Longer-Term Grove Land Reservoir and Stormwater Treatment Area Dispersed Water Project with SFWMD.

GROVE COMMUNITY DISTRICT
REGULAR BOARD MEETING
MAY 2, 2023

Mr. Ridgely provided an update with regard to the Dispersed Water Project, stating that the operations are going well.

Mr. Ridgeley also updated the Board regarding The Groveland Revisor & Stormwater Treatment Area. Currently the \$6 million approved state grant, which will bring the total funding up to \$19 million for the project, is in the state budget and looking good.

There was a brief discussion among the Board members, but there was no action required by the Board.

H. NEW BUSINESS

1. Consider Resolution No. 2023-01 – Adopting a Fiscal Year 2023/2024 Proposed Budget

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

Mr. McElligott presented proposed budget for the 2023/2024 fiscal year with a recommended date of September 5th, 2023, to hold the public hearing to adopt the Final Budget.

After a brief discussion, a **motion** was made by Mr. Linton, seconded by Mr. Pugh, and passed unanimously to approve Resolution No. 2023-01, as presented.

I. ADMINISTRATIVE MATTERS

1. Legal Report

Mr. Van Assenderp had nothing new to update the Board on.

J. BOARD MEMBER COMMENTS

There were no additional Board Member's comments.

K. ADJOURN

There being no further business to come before the Board, A motion was made by Mr. McDowell, seconded by Mr. Pugh, and passed unanimously to adjourn the meeting at 2:14 p.m.

GROVE COMMUNITY DISTRICT
REGULAR BOARD MEETING
MAY 2, 2023

Chair/Vice-Chair

Secretary/Assistant Secretary

Publication Date
2023-09-13

Subcategory
Miscellaneous Notices

Keywords:

Notice of Public Hearing
and Regular Board Meeting of the
Grove Community District

The Board of Supervisors of the Grove Community District (the District) will hold a Public Hearing and Regular Board Meeting on September 26, 2023, at 2:00 p.m., or as soon thereafter as can be heard, in the Eagle Bay Conference Room of the South Florida Water Management District located at 316 NW 5th Street, Okeechobee, Florida 34972.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the District. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the Districts website (www.grovecd.org) or at the offices of the District Manager, Special District Services, Inc., 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings. If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Meetings may be cancelled from time to time without advertised notice.

GROVE COMMUNITY DISTRICT
www.grovecd.org
613564 LON 9/6,13/2023

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RESOLUTION NO. 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT AMENDING RESOLUTION NO. 2023-01; AMENDING THE DATE AND TIME FOR THE PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2023/2024 FINAL BUDGET AND ASSESSMENTS AND AUTHORIZING THE SECRETARY AND DISTRICT MANAGER TO TAKE CERTAIN ACTIONS TO ACCOMPLISH THE INTENT OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Grove Community District (the “District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and

WHEREAS, the Board previously adopted Resolution 2023-01 approving a proposed budget and setting a public hearing for September 5, 2023; and

WHEREAS, due to the unforeseen inability of the Board to secure a quorum for the scheduled public hearing, said public hearing had to be re-advertised and rescheduled; and

WHEREAS, the public hearing has been rescheduled for September 26, 2023, and all other requirements and filings associated with the preparation of the fiscal year budget have been completed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT, THAT:

1. Resolution No. 2023-01 is hereby amended to change the date and time of the Public Hearing to September 26, 2023 at 2:00 p.m. in the Eagle Bay Conference Room South Florida Water Management District, 316 NW 5th Street, Okeechobee, Florida 34972, for the purpose of receiving public comments on the Proposed Fiscal Year 2023/2024 Budget.

2. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with all applicable notice requirements.

PASSED, ADOPTED and EFFECTIVE this 26th day of September, 2023.

ATTEST:

**GROVE
COMMUNITY DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

RESOLUTION NO. 2023-03

**A RESOLUTION OF THE GROVE COMMUNITY DISTRICT
ADOPTING A FISCAL YEAR 2023/2024 BUDGET**

WHEREAS, the Grove Community District (“District”) is in good legal standing and, to date, because the landowners are not yet developing the real property within the District, has not acquired or constructed any infrastructure system, facility and service;

WHEREAS, the District has no such infrastructure to operate, to maintain or to finance;

WHEREAS, the District, in order to remain in good legal standing, has retained minimal staffing to notice and to conduct its two required board hearings and meetings (to approve the Manager’s proposed budget and subsequently to adopt the approved budget);

WHEREAS, the District approved the budget by Resolution 2023-01 and hereby noticed the adoption hearing for September 26, 2023 to consider Resolution 2023-02; and,

WHEREAS, the landowner developer annually funds the adopted budget and has agreed to fund the approved budget if duly adopted limited to the amount of that adopted budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT THAT:

Section 1. The whereas clauses are true and accurate and incorporated herein as dispositive.

Section 2. The Final Budget and a summary or copy of the applicable Developer Funding Agreement for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved;

Section 3. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution including effecting and administering the funding agreement with the developer.

PASSED, ADOPTED and EFFECTIVE this 26th day of September, 2023.

ATTEST:

**GROVE
COMMUNITY DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Grove
Community District

**Final Budget For
Fiscal Year 2023/2024
October 1, 2023 - September 30, 2024**

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- I FINAL BUDGET
- II DETAILED FINAL BUDGET

FINAL BUDGET
GROVE COMMUNITY DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

| | FISCAL YEAR 2023/2024 BUDGET |
|--------------------------------------|---|
| REVENUES | |
| O&M Assessments | 0 |
| Developer Contribution | 9,875 |
| Debt Assessments | 0 |
| Interest Income | 0 |
| | |
| TOTAL REVENUES | \$ 9,875 |
| | |
| EXPENDITURES | |
| Supervisor Fees | 0 |
| Engineering/Inspections | 0 |
| Management | 6,000 |
| Legal | 2,000 |
| Assessment Roll | 0 |
| Audit Fees | 0 |
| Insurance | 0 |
| Legal Advertisements | 600 |
| Miscellaneous | 550 |
| Dues & Subscriptions | 175 |
| Arbitrage Rebate Fee | 0 |
| Trustee Fee | 0 |
| Continuing Disclosure Fee | 0 |
| Website Management | 550 |
| | |
| TOTAL EXPENDITURES | \$ 9,875 |
| | |
| REVENUES LESS EXPENDITURES | \$ - |
| | |
| Bond Payments | 0 |
| | |
| BALANCE | \$ - |
| | |
| County Appraiser & Tax Collector Fee | 0 |
| Discounts For Early Payments | 0 |
| | |
| EXCESS/ (SHORTFALL) | \$ - |

DETAILED FINAL BUDGET
GROVE COMMUNITY DISTRICT
FISCAL YEAR 2023/2024
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

| | FISCAL YEAR 2021/2022 ACTUAL | FISCAL YEAR 2022/2023 BUDGET | FISCAL YEAR 2023/2024 BUDGET | COMMENTS |
|--------------------------------------|------------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| REVENUES | | | | |
| O&M Assessments | 0 | 0 | 0 | |
| Developer Contribution | 7,235 | 9,900 | 9,875 | Developer Contribution |
| Debt Assessments | 0 | 0 | 0 | |
| Interest Income | 0 | 0 | 0 | |
| | | | | |
| TOTAL REVENUES | \$ 7,235 | \$ 9,900 | \$ 9,875 | |
| | | | | |
| EXPENDITURES | | | | |
| Supervisor Fees | 0 | 0 | 0 | |
| Engineering/Inspections | 0 | 0 | 0 | |
| Management | 6,000 | 6,000 | 6,000 | No Change From 2022/2023 Budget |
| Legal | 0 | 2,000 | 2,000 | No Change From 2022/2023 Budget |
| Assessment Roll | 0 | 0 | 0 | |
| Audit Fees | 0 | 0 | 0 | |
| Insurance | 0 | 0 | 0 | |
| Legal Advertisements | 245 | 625 | 600 | \$25 Decrease From 2022/2023 Budget |
| Miscellaneous | 265 | 550 | 550 | No Change From 2022/2023 Budget |
| Dues & Subscriptions | 175 | 175 | 175 | No Change From 2022/2023 Budget |
| Arbitrage Rebate Fee | 0 | 0 | 0 | |
| Trustee Fee | 0 | 0 | 0 | |
| Continuing Disclosure Fee | 0 | 0 | 0 | |
| Website Management | 550 | 550 | 550 | No Change From 2022/2023 Budget |
| | | | | |
| TOTAL EXPENDITURES | \$ 7,235 | \$ 9,900 | \$ 9,875 | |
| | | | | |
| REVENUES LESS EXPENDITURES | \$ - | \$ - | \$ - | |
| | | | | |
| Bond Payments | 0 | 0 | 0 | |
| | | | | |
| BALANCE | \$ - | \$ - | \$ - | |
| | | | | |
| County Appraiser & Tax Collector Fee | 0 | 0 | 0 | |
| Discounts For Early Payments | 0 | 0 | 0 | |
| | | | | |
| EXCESS/ (SHORTFALL) | \$ - | \$ - | \$ - | |

RESOLUTION NO. 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary for the Grove Community District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT, OKEECHOBEE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 26th day of September, 2023.

ATTEST:

**GROVE
COMMUNITY DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**GROVE COMMUNITY DISTRICT
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Grove Community District will hold Regular Meetings in the Eagle Bay Conference Room of the South Florida Water Management District located at 316 NW 5th Street, Okeechobee, Florida 34972, at 2:00 p.m. on the following dates:

**November 7, 2023
February 6, 2024
May 7, 2024
September 3, 2024**

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

GROVE COMMUNITY DISTRICT

www.grovecdd.org

PUBLISH: LAKE OKEECHOBEE NEWS 10/00/2023

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Grove Community District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT, THAT:

Section 1. The Amended Budget for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 26th day of September, 2023.

ATTEST:

**GROVE
COMMUNITY DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Grove
Community District

**Amended Final Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

AMENDED FINAL BUDGET
GROVE COMMUNITY DISTRICT
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

| | FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23 | AMENDED FINAL BUDGET 10/1/22 - 9/30/23 | YEAR TO DATE ACTUAL 10/1/22 - 8/31/23 |
|--------------------------------|---|---|--|
| REVENUES | | | |
| O & M Assessments | 0 | 0 | 0 |
| Debt Assessments | 0 | 0 | 0 |
| Developer Contribution | 9,900 | 9,175 | 6,842 |
| Interest Income | 0 | 23 | 21 |
| | | | |
| Total Revenues | \$ 9,900 | \$ 9,198 | \$ 6,863 |
| | | | |
| EXPENDITURES | | | |
| Supervisor Fees | 0 | 0 | 0 |
| Engineering/Inspections | 0 | 0 | 0 |
| Management | 6,000 | 6,000 | 5,500 |
| Legal | 2,000 | 1,500 | 0 |
| Assessment Roll | 0 | 0 | 0 |
| Audit Fees | 0 | 0 | 0 |
| Insurance | 0 | 0 | 0 |
| Legal Advertisements | 625 | 500 | 269 |
| Miscellaneous | 550 | 450 | 394 |
| Dues & Subscriptions | 175 | 175 | 175 |
| Arbitrage Rebate Fee | 0 | 0 | 0 |
| Trustee Fee | 0 | 0 | 0 |
| Continuing Disclosure Fee | 0 | 0 | 0 |
| Website Management | 550 | 550 | 504 |
| Total Expenditures | \$ 9,900 | \$ 9,175 | \$ 6,842 |
| | | | |
| Net Excess/ (Shortfall) | \$ - | \$ 23 | \$ 21 |

| |
|----------------------------|
| FUND BALANCE AS OF 9/30/22 |
| FY 2022/2023 ACTIVITY |
| FUND BALANCE AS OF 9/30/23 |

| |
|------|
| \$6 |
| \$23 |
| \$29 |

RESOLUTION 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Grove Community District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GROVE COMMUNITY DISTRICT, THAT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or

resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F. Participate in the development of the District's development of electronic record keeping systems;
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 26th day of September, 2023.

ATTEST:

COMMUNITY DISTRICT

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chairperson, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS) (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.